



FEB 20 1970

Honorable Richard Helms  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Helms:

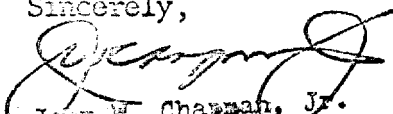
The enclosed Executive Order No. 11508 dated February 10, requires the head of each executive agency to institute immediately a vigorous and complete survey of all real property under his control and to make a report to the Administrator of General Services within 60 days of the date of the order, listing each property and indicating any property or portion thereof which is utilized, is underutilized, or is not being

In order to insure uniformity in the reports submitted by executive agencies, they should (1) be submitted by the head of the agency or his designee; (2) list, in duplicate, all property (as defined in Executive Order No. 11508) owned by the United States under his control as of February 10; (3) identify the property by the name assigned to the installation, identify its location by State, city or town, county, street address, or other local designation; and (4) include the gross acreage for the property with a brief description of its current use.

Any property or portion thereof which is not being utilized, is being underutilized, or is not being put to its optimum use shall be specifically identified and a narrative statement included for those properties showing the extent to which they are not utilized, underutilized, or not being put to their optimum use. Any properties on the list which an agency plans to report as excess should be so noted, and a date given as to when the excess report can be expected.

The information requested by this memorandum should be transmitted by letter to the Commissioner, Property Management and Disposal Service, General Services Administration, Washington, D.C. 20405. It is of the utmost importance that the information required by the Executive Order be submitted to the General Services Administration as soon as possible and no later than April 13. If there are any questions concerning this memorandum or the implementation of the Executive Order, we shall be most happy to discuss the matter with a representative of your Agency.

Sincerely,

  
John W. Chapman, Jr.  
Acting Administrator

Enclosure

OL 0 1091

# Presidential Documents

## Title 3—THE PRESIDENT

### Executive Order 11508

#### PROVIDING FOR THE IDENTIFICATION OF UNNEEDED FEDERAL REAL PROPERTY

WHEREAS proper management and use of the Nation's resources require a continuing and critical review of real property held by the Federal government in order to insure that each such property is promptly released by the agency concerned for appropriate disposition whenever changing program requirements of the agency, or other considerations, obviate the need of the agency for such property; and

WHEREAS existing law, including the Federal Property and Administrative Services Act of 1949, as amended (hereinafter referred to as "the Act"), authorizes the President to prescribe property utilization and disposal policies consistent with and deemed necessary to effectuate its provisions; and

WHEREAS I have determined that it would be in the public interest to enunciate a uniform policy for the Executive branch of the Government with respect to the identification of excess real property holdings, and to establish uniform procedures with respect thereto, in order to insure the prompt identification and release by executive agencies of real property holdings that are no longer essential to their activities and responsibilities:

NOW, THEREFORE, by virtue of the authority vested in me by section 203(a) of the Act (40 U.S.C. 486(a)), and as President of the United States, it is hereby ordered as follows:

SECTION 1. In conformity with sections 202 (b) and (c) of the Act (40 U.S.C. 483(b) and (c)), the head of each executive agency, consistent with the policies set forth in Bureau of the Budget Circular No. A-2, Revised, shall:

- (1) institute immediately a vigorous and complete survey of all real property under his control; and
- (2) make a report to the Administrator of General Services within sixty days of the date of this order, listing any such property or portion thereof, and state whether it is not utilized, is underutilized, or is not being put to its optimum use.

SEC. 2. The Administrator of General Services shall:

- (1) within sixty days of the date of this order, and in implementation of the policies set forth in Bureau of the Budget Circular No. A-2, Revised, establish uniform standards and procedures for the identification of real property that is not utilized, is underutilized, or is not being put to its optimum use, and the heads of other executive agencies shall thereafter conform their policies, regulations, and practices to the provisions of such standards and procedures;
- (2) within sixty days of the date of this order, institute, and thereafter conduct on a continuing basis, a survey of the real property holdings of all executive agencies to identify properties which in his judgment are not utilized, are underutilized, or are not being put to their optimum use; and

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THE PRESIDENT

(3) make reports to the President, listing any property or portion thereof (identified either by Executive agencies or as a result of the Administrator's survey) which has not been reported excess and which in the Administrator's judgment is either not utilized, is underutilized, or is not being put to its optimum use, and which in his judgment should be reported as excess property.

Sec. 3. (a) The reports required of the Administrator of General Services by section 2 of this order shall be made to the President through a Property Review Board, which is hereby established.

(b) The members of the Property Review Board shall be the Director of the Bureau of the Budget, the Chairman of the Council of Economic Advisers, the Chairman of the Council on Environmental Quality, the Administrator of General Services, and such other officers or employees of the Executive branch as the President may from time to time designate. One of the members of the Board shall be designated by the President as Chairman. The Board shall have an Executive Secretary, who shall be appointed by the President.

(c) The Property Review Board shall review the reports made by the Administrator of General Services pursuant to section 2 of this order, as well as other reports to the President making recommendations for the use or disposition of specific parcels of real property, with particular attention to conflicting claims on, and alternative uses for, any property listed in such reports. The Board shall then make such recommendations to the President as it deems advisable regarding the use or disposal of such property.

Sec. 4. As used in this order:

(1) the term "executive agency" means "executive agency" as defined in section 3(a) of the Act (40 U.S.C. 472(a));

(2) the term "property", however modified, means real property, or an interest therein, which is covered by the definition of "property" set forth in section 3(d) of the Act (40 U.S.C. 472(d)), and also lands withdrawn or reserved from the public domain which are utilized by executive agencies for purposes other than national forests or national parks; and

(3) the term "excess property" means "excess property" as defined in section 3(a) of the Act (40 U.S.C. 472(e)).



THE WHITE HOUSE,  
February 10, 1970.

[P.R. Doc. 70-1857; Filed, Feb. 10, 1970; 3:51 p.m.]

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